

**Job Description – Project Officer**

<b>Job Title</b>	<b>Project Officer–Locust Invasion Response Project</b>
<b>Duration of Position</b>	10 Months
<b>Positions</b>	1
<b>Position in the Organization</b>	<p>The Project Officer position is field based within the ADS-NRR Turkana/Lokichar Field Office as the main duty station supporting the implementation of the Locust Invasion Response Project.</p> <p>This is a 12-month project implemented jointly with a consortium of partners – Anglican Development Services (ADS) Kenya, an active member of ACT Kenya Forum and participates actively in the Humanitarian and Advocacy technical working groups. ADS-Kenya has been in operation in Kenya for more than four decades and has been working in Turkana County to enhance food security, WASH, livelihoods, and education for the local communities. Hence, ADS-Kenya runs both development and relief efforts in Turkana and has a strong local presence in the targeted County.</p> <p>The main objective of the project is to provide life-saving humanitarian assistance and protect livelihoods, prioritizing the most vulnerable and those most at risk in Turkana County following the worst desert locust infestation. The project also seeks to contribute to increased community’s capacity to better prepare for, cope-up with and recover from the impact of desert locust infestation. In the long term the communities are more resilient to future similar shocks; and local institutional capacities increased to anticipate, prepare for, and respond to desert locust infestation. The three overarching outcomes are:</p> <p><b>a)</b> Cash /vouchers transfers conducted through mobile money transfers to 330 affected households with at-least <b>2,310</b> members;</p> <p><b>b)</b> Build the resilience of <b>330</b> households through improved on good agronomic and livestock management practices as well as management of small businesses.</p> <p><b>c)</b> Sensitize <b>4,639</b> community members and reduce vulnerability to vulnerability to COVID 19 and other water borne diseases.</p> <p><b>d)</b> Strengthened Multi-stakeholder’s engagement locust invasion response, surveillance and monitoring.</p> <p>The Project Officer will be the technical lead in the Locust Invasion Response Project in Turkana County.</p>
<b>Immediate Supervisor</b>	Head of Programmes
<b>Manager for</b>	Locust Invasion Response Project Assistant
<b>Overall responsibilities of the job</b>	Under the supervision of the Head of Programmes, the PO’s primary responsibilities include program development, Planning, implementation, quality assurance, monitoring, evaluation, accountability and learning of Locust Invasion Response Project.

Main Tasks	Short Description
<b>Project implementation and technical support.</b>	<ul style="list-style-type: none"> <li>• Oversee the overall implementation of the Locust Invasion response project in accordance with the project proposals, ensuring objectives are met within the required time frame and budget.</li> <li>• Manage activity plans including resource needs analysis, covering the time frame of the Emergency Desert Locust response.</li> <li>• Ensure that all staff under supervision is clearly understand their roles and responsibilities. On the basis of their job descriptions monitor staff performance and provide constructive feedback to staff</li> <li>• Develop and submit weekly/monthly and quarterly work plans in-line with the PIP to the line manager and submit project and field visits report timely to share the progress and issues during implementation</li> <li>• Maintain proper record keeping of the project activities during the implementation of the project available at field office</li> <li>• Lead initial rapid or detailed assessments in collaboration with field staff, local leaders, authorities and affected populations to determine priorities and immediate activities and resources</li> <li>• Design and implement Desert Locust ,Food security and livelihood response and COVID-19 Related WASH response interventions through new innovative approaches to assist target communities in Lokichar and Katilu wards of Turkana South, Turkana County</li> <li>• Facilitate training of project beneficiaries on good agronomic practices and resilience recovery strategies.</li> </ul>
<b>Project Management.</b>	<ul style="list-style-type: none"> <li>• Support collaboration and cross learning among ADS-NRR staff and partner staff through information sharing, exposure visits including active partner engagements.</li> <li>• Facilitate logistical arrangements for ADS-NRR staff, consultant field visits and donor visits to the project sites in close consultations with the Head of Programmes and other relevant programme staff.</li> <li>• Produce monthly projects progress reports to ADS-NRR on Locust Invasion Response</li> <li>• Perform any other responsibilities as determined and assigned by the Head of Programmes from time to time.</li> <li>• Participate in and support the baseline data establishment, midterm review and terminal evaluation for project</li> <li>• Manage and supervise the assigned &amp; relevant field level project staff.</li> <li>• Support project responsible staff in making timely procurement plans &amp; budget forecast to ensure efficient cash flow for projects and to closely follow the budget utilization rate of the projects to provide regular feedback to the project staff and notify the Head of Programmes of any concerns or matters arising.</li> </ul>
<b>Partnership, Coordination &amp; Representation.</b>	<ul style="list-style-type: none"> <li>• Manage and facilitate ADS-NRR partnership building initiatives relevant to Locust Invasion Response objectives of ADS-NRR at field level in close consultations with the Head of Programmes. This includes operational partnerships to the organization, and consortia partners, and other relevant I/NGO's, County Governments and Private Sector actors.</li> <li>• In consultation with the Head of Programme, represent ADS-NRR at different fora on County Level (Integrated Development Plans) coordination and other relevant fora and technical working groups.</li> </ul>
<b>Reporting and Communication</b>	<ul style="list-style-type: none"> <li>• Ensure that all financial and narrative reporting (internal and external) is completed in a timely and accurate manner (including quarterly reports covering systems and projects, donor reports, etc.)</li> <li>• Support in preparing communication materials (e.g. photos, case studies etc.) for submission to the donor and other stakeholders.</li> </ul>